

Checks and Payments Maintenance

Introduction

The Checks and Payments Maintenance page was created to provide you with an area to search out and work with your county financial data. There are several common searches which can be done through this page, as well as a number of very detailed searches that can be executed.

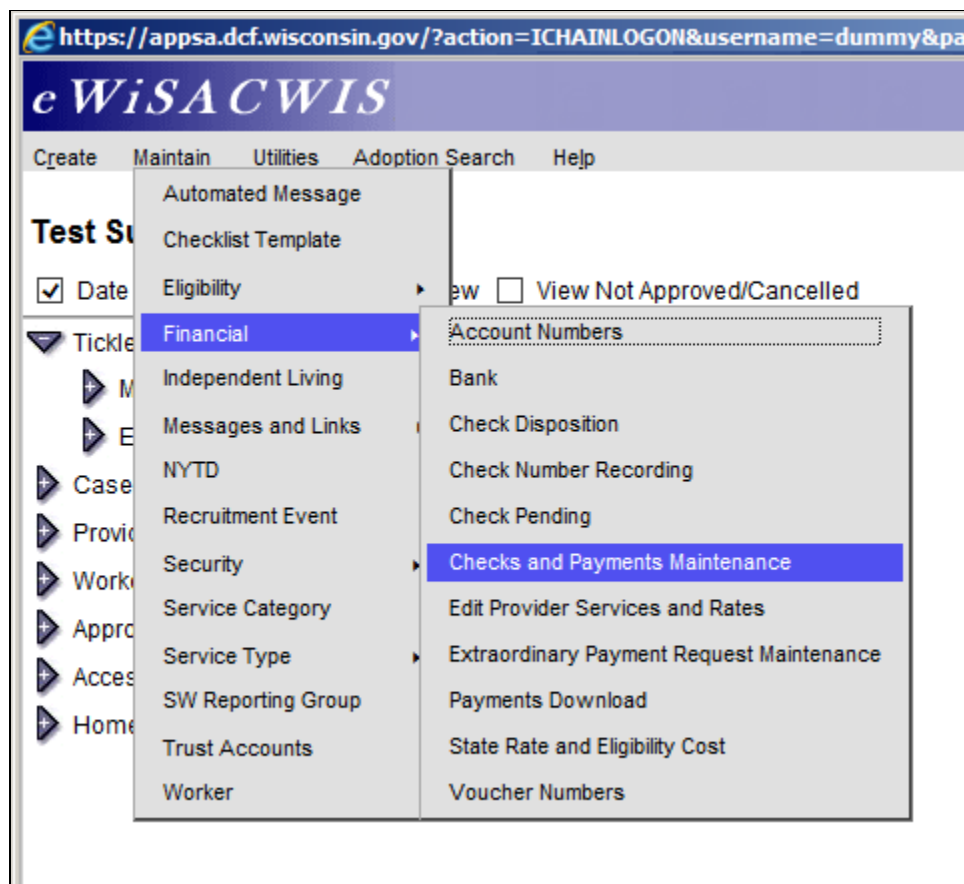
Along with searches, this page provides you the ability to complete several types of actions on one or many checks or payments with a single action.

Lastly, the page provides an export feature, allowing you to export their search results to a .csv file, which can then be opened up in a spreadsheet format.

This User Guide outlines the common searches and actions that the page offers, and details how to work with exported results.

Accessing the Checks and Payments Maintenance Page

From the desktop, go up to Maintain > Financial > Checks and Payments Maintenance. This will open the Checks and Payments Maintenance page.



Search Criteria Overview

Search Criteria

County: Site/Office: Select By:

Check Status: Payee ID: Person ID: Voucher #:

Placement Type: Srvc Cat: Srvc Type:

Payment Type: Payment Status:

View Records From: To: Sort By:

1. **County:** Defaults to your county. Not a selectable drop-down.
2. **Site/Office:** Use this to look specifically search for check or payment data for a certain site. This is helpful for larger counties with multiple sites. **Note:** if selecting by checks and if the check includes another site's payments as well as the selected site, the check would display for both sites.
3. **Select By:** Defines what is being searched (Checks, Payments, Overpayments, or Payments & Overpayments).
4. **Check Status:** Use this to look specifically for check or payment data based on a certain check status (Pending, In Process, Outstanding, etc.).
5. **Payee ID:** Use this to look specifically for check or payment data for a single Payee.
6. **Person ID:** Use this to look specifically for check or payment data for a single person (child).
7. **Voucher #:** Use this to look specifically for check or payment data attached to a certain voucher.
8. **Placement Type:** Use this to look specifically for check or payment data for a certain placement type (Foster Home, Group Home, RCC, etc.).
9. **Srvc Cat:** Use this to look specifically for check or payment data for a certain Service Category (Foster Care, Kinship – Court Ordered, Secure Detention – OHP, etc.).
10. **Srvc Type:** Requires a selection in the Srvc Cat field. Use this to look specifically for check or payment data for a certain Service Type (Shelter Care – Paid, Respite Care – Paid, etc.).
11. **Payment Type:** Use this to look specifically for check or payment data for certain types of payments (Administrative, Costs > Spending Limit, Extraordinary, Maintenance).
12. **Payment Status:** Requires that the Select By value is Payments, or Overpayments. Use this to filter search results by the status of the Payment (Cancelled, Pending Approval, Non-System Disbursed, etc.).
13. **View Records From and To:** Use this to look specifically for check or payment data for a certain date range.
14. **Sort By:** Allows you to define how the data should be initially sorted when returned (defaults to Payee. Can be set to Date, Amount Ascending or Descending, etc.).

Common Searches

As mentioned above, the Checks and Payments Maintenance page offers any number of combinations to filter and look at your financial data. Listed below are examples of some common searches you may perform on the Checks and Payments Maintenance page. Those outlined below are just a few of the many possibilities. This being said, it is important to remember that each element selected acts as a filter for the search. So the more search criteria selected the more specific the search will be, and by contrast, the fewer search criteria selected will result in a more generalized search. In some instances, the search criteria chosen may be too general, resulting in a search that cannot be executed. In this instance, the search will eventually time out. An example of a search like this would be a search for all payments for a county with no date parameters.

Pending Checks:

The screenshot shows the 'Checks and Payments Maintenance' page in a Windows Internet Explorer browser. The URL is <https://apps.dcf.wisconsin.gov/>. The page header includes the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', 'REC', and 'Help'. The 'Search Criteria' section contains the following fields:

- County: Ashland (dropdown)
- Site/Office: (dropdown)
- Select By: Checks (dropdown, circled in red)
- Check Status: Pending (dropdown, circled in red)
- Payee ID: (text input)
- Person ID: (text input)
- Voucher #: (text input)
- Placement Type: (dropdown)
- Srvc Cat: (dropdown)
- Srvc Type: (dropdown)
- Payment Type: (dropdown)
- Payment Status: (dropdown)
- View Records From: 00/00/0000 To: 00/00/0000
- Sort By: Payee (dropdown)

Pending Release Checks:

The screenshot shows the same 'Checks and Payments Maintenance' page in a Windows Internet Explorer browser. The URL is <https://apps.dcf.wisconsin.gov/>. The page header includes the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', 'REC', and 'Help'. The 'Search Criteria' section contains the following fields:

- County: Ashland (dropdown)
- Site/Office: (dropdown)
- Select By: Checks (dropdown, circled in red)
- Check Status: Pending Release (dropdown, circled in red)
- Payee ID: (text input)
- Person ID: (text input)
- Voucher #: (text input)
- Placement Type: (dropdown)
- Srvc Cat: (dropdown)
- Srvc Type: (dropdown)
- Payment Type: (dropdown)
- Payment Status: (dropdown)
- View Records From: 00/00/0000 To: 00/00/0000
- Sort By: Payee (dropdown)

In Process Checks:

The screenshot shows the 'eWiSACWIS UAT' web application in a Windows Internet Explorer browser. The address bar displays 'https://appsa.dcf.wisconsin.gov/ - Checks and Payments Maintenance'. The page features a 'Search Criteria' section with various dropdown menus and text input fields. The following fields are highlighted with red circles: 'County' (set to 'Ashland'), 'Check Status' (set to 'In Process'), 'Select By' (set to 'Checks'), and 'View Records From' (set to '00/00/0000'). Other visible fields include 'Site/Office', 'Payee ID', 'Person ID', 'Voucher #', 'Placement Type', 'Svc Cat', 'Svc Type', 'Payment Type', 'Payment Status', 'To' (set to '00/00/0000'), and 'Sort By' (set to 'Payee'). A 'Clear Fields' button is located at the bottom right of the search area.

Payments - for a particular child and date range:

This screenshot shows the same 'eWiSACWIS UAT' interface, but with search criteria for 'Payments'. The 'Select By' dropdown is now set to 'Payments'. The 'Person ID' field is populated with '12345'. The 'View Records From' field is set to '05/01/2014' and the 'To' field is set to '05/31/2014'. The 'Check Status' field is empty. Other fields like 'County' (Ashland), 'Site/Office', 'Payee ID', 'Voucher #', 'Placement Type', 'Svc Cat', 'Svc Type', 'Payment Type', 'Payment Status' (set to 'All'), and 'Sort By' (Payee) remain the same as in the previous screenshot. The 'Clear Fields' button is still present at the bottom right.

Overpayments - for a particular provider, dating from a particular date to present date:

This screenshot shows the 'eWiSACWIS UAT' interface with search criteria for 'Overpayments'. The 'Select By' dropdown is set to 'Overpayments'. The 'Payee ID' field is populated with '65423'. The 'View Records From' field is set to '04/01/2014'. The 'Check Status' field is empty. Other fields like 'County' (Ashland), 'Site/Office', 'Person ID', 'Voucher #', 'Placement Type', 'Svc Cat', 'Svc Type', 'Payment Type', 'Payment Status' (set to 'All'), and 'Sort By' (Payee) are consistent with the previous screenshots. The 'Clear Fields' button is located at the bottom right.

Payments and Overpayments - for a particular date range, sorted by date:

The screenshot shows the 'Search Criteria' section of the eWiSACWIS UAT application. The following fields are highlighted with red circles:

- Select By:** Payments/Overpayments
- View Records From:** 03/01/2014
- To:** 06/19/2014
- Sort By:** Date

Other visible fields include County: Ashland, Site/Office, Check Status, Payee ID, Person ID, Voucher #, Placement Type, Srvc Cat, Srvc Type, Payment Type, and Payment Status: All.

All Group Home Payments on a particular voucher run:

The screenshot shows the 'Search Criteria' section of the eWiSACWIS UAT application. The following fields are highlighted with red circles:

- Select By:** Payments
- Voucher #:** 20014
- Placement Type:** Group Home

Other visible fields include County: Ashland, Site/Office, Check Status, Payee ID, Person ID, Srvc Cat, Srvc Type, Payment Type, Payment Status: All, View Records From: 00/00/0000, To: 00/00/0000, and Sort By: Payee.

All Administrative Payments - for a particular provider, for a certain date range:

The screenshot shows the 'Search Criteria' section of the eWiSACWIS UAT application. The following fields are highlighted with red circles:

- Select By:** Payments
- Payee ID:** 789565
- Payment Type:** Administrative
- View Records From:** 04/01/2014
- To:** 05/31/2014

Other visible fields include County: Ashland, Site/Office, Check Status, Person ID, Voucher #, Placement Type, Srvc Cat, Srvc Type, and Payment Status: All.

Working with Checks

As mentioned above, the Checks and Payments Maintenance page allows you to complete several types of actions on one or even a group of checks or payments. These actions vary depending upon whether you are selecting by Checks, Payments, or Overpayments.

The actions that can be completed from this page are:

- Cancel Selected Checks
- Cancel and Reschedule Selected Checks
- Release Selected Checks
- Set Selected Checks to Pending Release
- Cancel Selected Payments
- Link Selected Payments to Pending Checks
- Cancel Selected Overpayments

This section of the guide will walk through a single scenario. The steps outlined within will be very similar for all other possible options.

Canceling a Payment(s):

1. From the Checks and Payments Maintenance page, locate the payment(s) that needs to be cancelled. If you need more information before making your selection, click the payment hyperlink to view the Payment Request page.

Search Criteria

County: Ashland Site/Office: Select By: Payments

Check Status: Payee ID: Person ID: Voucher #:

Placement Type: Svc Cat: Svc Type:

Payment Type: Payment Status: Outstanding - No Check

View Records From: 00/00/0000 To: 00/00/0000 Sort By: Payee

Record 1 to 3 of 3 [Clear Fields](#) [Search](#)

Search Results

☐ Select All

☐ [Payment - Adulthood's Path II - Ashland County Group Home \(9221647\)](#) [Copy](#)
Crispies, Crackle 05/01/2014 - 05/31/2014 Ashland County Group Home (9221647) 06/17/2014 \$1,395.00

☐ [Payment - Bellas Group Home - Bellas Group Home \(9221946\)](#) [Copy](#)

Payment Request -- Webpage Dialog

Payment Request Information

County: Ashland Request Date: 06/17/2014 ☐ Overpayment Repaid

Payment ID: 9230367 Creator: Batch Program ☐ Cancelled

Case Participant Information

Participant: [Crispies, Crackle \(9228146\)](#) Case: [Crispies, Gina \(9223421\)](#)

Provider Information

Provider: [Ashland County Group Home \(9221647\)](#) Invoice Date: 00/00/0000

Payee: [Ashland County Group Home \(9221647\)](#) Invoice Number:

Service Information

Placement: Adulthood's Path II (GH) - 01/01/14 Basic Costs: \$1,395.00

Service Category: GH - Adulthood's Path II Supplemental Costs: \$0.00

Service Type: Adulthood's Path II (GH) Exceptional Costs: \$0.00

Setting/Detail: Group Home Admin Costs: \$0.00

Begin Date: 05/01/2014 End Date: 05/31/2014 Units: 0 Costs > Spending Limit: \$0.00

Payment Details

Overpayment Source #: Extraordinary Costs: \$0.00

Description: Payment Created By FM01-Payment-Generation Total Amount: \$1,395.00 [Payment Type Definitions](#)

Repayment Information

Options: [Go](#) [Link](#) [Save](#) [Close](#)

2. Select the payment(s) that should be cancelled by selecting the checkbox next to the respective payment.

Note: In the example below we are able to identify more than one payment at a time.

3. From the Options drop-down, select the action of “Cancel Selected Payments” and click Go. This will open the Cancel Selected Payments page.

The screenshot displays the eWiSACWIS UAT web application interface. The browser address bar shows the URL: <https://apps.dcf.wisconsin.gov/> - Checks and Payments Maintenance - Windows Internet Explorer.

Search Criteria:

- County: Ashland
- Site/Office: [Dropdown]
- Select By: Payments
- Check Status: [Dropdown]
- Payee ID: [Text]
- Person ID: [Text]
- Voucher #: [Text]
- Placement Type: [Dropdown]
- Srvc Cat: [Dropdown]
- Srvc Type: [Dropdown]
- Payment Type: [Dropdown]
- Payment Status: Outstanding - No Check
- View Records From: 00/00/0000 To: 00/00/0000
- Sort By: Payee

Record 1 to 3 of 3

Search Results:

- ☐ Select All
- ☒ **Payment - Adulthood's Path II - Ashland County Group Home (9221647) Copy**
Crispies, Crackle 05/01/2014 - 05/31/2014 Ashland County Group Home (9221647) 06/17/2014 \$1,395.00
- ☐ **Payment - Bellas Group Home - Bellas Group Home (9221946) Copy**
Bear, Care 05/01/2014 - 05/31/2014 Bellas Group Home (9221946) 06/17/2014 \$2,015.00
- ☒ **Payment - ResProq(Boys) - Northwest Passage Child and Adol Ctr (9221503) Copy**
Crispies, Snap 05/01/2014 - 05/31/2014 Northwest Passage Child and Adol Ctr (9221503) 06/17/2014 \$3,069.00

Options:

- Cancel Selected Payments** (highlighted with a red circle)
- Export Results
- Link Selected Payments to Pending Checks

Buttons: Clear Fields, Search, Go, Close

4. Once the Go button has been selected a staging page will appear. The staging page gives you one last look at the payment data that will be cancelled. You are able to adjust what you are about to do by unchecking checkboxes, or you can completely back-out of the process by clicking the Close button. Once the Save button is clicked the payments selected will be cancelled.

Note: In the example below we have chosen to uncheck one of the payments. With this setup we will only be cancelling one payment (the highlighted payment).

Cancel Selected Payments -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check Help

Cancel Selected Payments

The selected payments will be cancelled upon Save.

	Payee	Child	Begin Date	End Date	Amount
<input type="checkbox"/>	Ashland County Group Home (9221647)	Crispies, Crackle	05/01/2014	05/31/2014	\$1,395.00
<input checked="" type="checkbox"/>	Northwest Passage Child and Adol Ctr (9221503)	Crispies, Snap	05/01/2014	05/31/2014	\$3,069.00

Save Close

Exporting Results from the Checks and Payments Maintenance Page:

The “Export Results” option from the Checks and Payments Maintenance page allows you to generate ad hoc reports of your search results. For example, you can replicate the Pending Checks Report by searching for and returning all checks with a “Pending” status. Or, you can replicate the Pre-Audit Report by searching for and returning all checks with an “In Process” status. Once the search results have been returned, go to the Options drop-down and select “Export Results” and click Go.

In the example below, we are going to generate an export of all of our checks in an “Outstanding” status for the year.

1. Setup and complete your search.
2. From the Options drop-down, select “Export Results” and click the Go button.
3. A Save as Excel pop-up will appear. Enter a File Name. Then click the Continue button.

Note: The export file will be saved in C:/eWiSACWIS/export folder.

The screenshot displays the eWiSACWIS UAT interface within a Windows Internet Explorer browser window. The address bar shows the URL: <https://apps.dcf.wisconsin.gov/> - Checks and Payments Maintenance - Windows Internet Explorer.

Search Criteria:

- County: Ashland
- Site/Office: [Dropdown]
- Select By: Checks
- Check Status: Outstanding
- Payee ID: [Text]
- Person ID: [Text]
- Voucher #: [Text]
- Placement Type: [Dropdown]
- Srv Cat: [Dropdown]
- Srv Type: [Dropdown]
- Payment Type: [Dropdown]
- Payment Status: [Dropdown]
- View Records From: 01/01/2014 To: 00/00/0000
- Sort By: Payee

Record 1 to 15 of 15

Search Results:

- ☐ Select All
- ☐ Outstanding Check (345) 04/02/2014 - Ashland County Group Home (9221647) - \$1,395.00
- ☐ Outstanding Check (234) 03/02/2014 - Ashland County Group Home (9221647) - \$1,395.00
- ☐ Outstanding Check (123) 02/02/2014 - Ashland County Group Home (9221647) - \$1,395.00
- ☐ Outstanding Check (345) 04/02/2014 - Bellas Group Home (9221647) - \$1,395.00
- ☐ Outstanding Check (234) 03/02/2014 - Bellas Group Home (9221647) - \$1,395.00
- ☐ Outstanding Check (123) 02/02/2014 - Bellas Group Home (9221647) - \$1,395.00
- ☐ Outstanding Check (123) 05/02/2014 - Chances Group Home (9221647) - \$1,395.00
- ☐ Outstanding Check (234) 05/02/2014 - Hubbard, Old Mot (9221647) - \$1,395.00
- ☐ Outstanding Check (123) 04/02/2014 - Northwest Passa (9221647) - \$1,395.00
- ☐ Outstanding Check (456) 05/02/2014 - Smith, Granny (9221647) - \$1,395.00
- ☐ Outstanding Check (1234) 05/02/2014 - Snaggletooth Provider Care (9221523) - \$2,758.50

Options: Export Results [Go]

Save as Excel... -- Webpage Dialog:

Please Enter File Name: 2014_Outstanding_Checks

The file will be saved in C:/eWiSACWIS/export folder

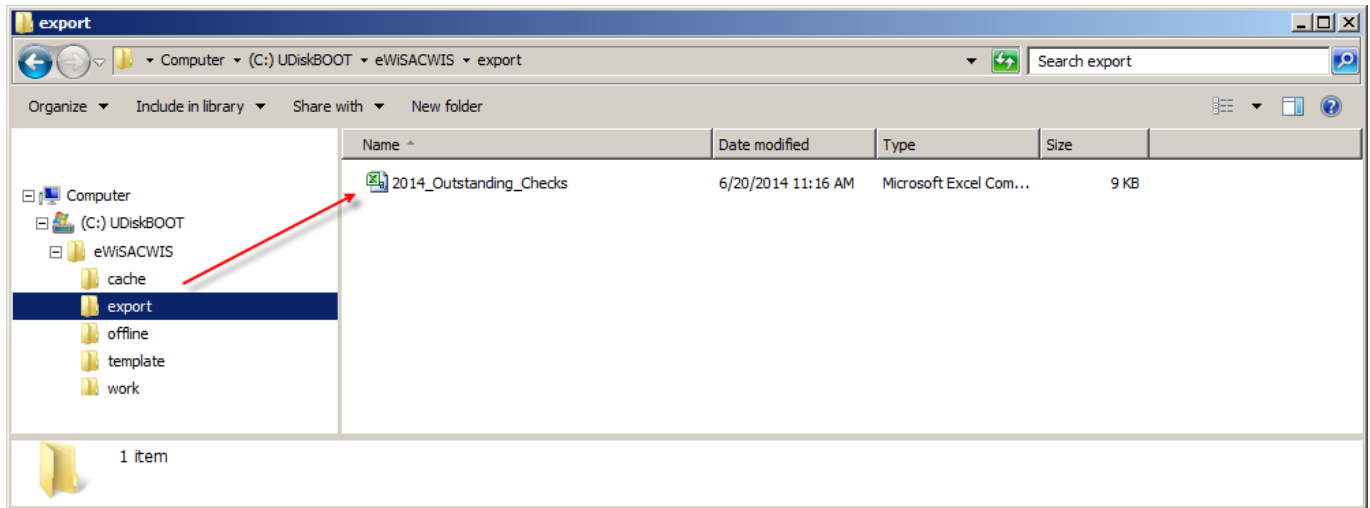
Buttons: Continue, Close

4. Navigate to your C: drive to locate your exported file.

Note: How you access your C: drive and how your explorer window looks may differ from the screen-shot below, depending upon your operating system and view setup.

5. Double click on the file to open the file in your default spreadsheet program.

Note: This guide assumes that the file will be opened and worked with using Microsoft Excel. The rest of the guide will walk through some basic setup options that will give greater flexibility when working with the export.



6. When the file initially opens it will look similar to the screen-shot below.

2014_Outstanding_Checks - Microsoft Excel																									
File Home Insert Page Layout Formulas Data Review View Developer Acrobat																									
Clipboard Font Alignment Number Styles Cells Editing																									
A1 Case (ID)																									
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Case (ID)	Child Name	County	Payee Name	County	Payee Address	Plcmt Ty	Srv Cat	Srv Type	Rpt Cat	Pmnt Stat	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Stat	Check Dis
2	Crispies, C	Crispies, C		Ashland C		6932 Nortl Group Hoi	GH - Adult	Adulthoo		10	Outstandi	3/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
3	Crispies, C	Crispies, C		Ashland C		6932 Nortl Group Hoi	GH - Adult	Adulthoo		10	Outstandi	2/1/2014	#####	28	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
4	Crispies, C	Crispies, C		Ashland C		6932 Nortl Group Hoi	GH - Adult	Adulthoo		10	Outstandi	1/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
5	Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce Group Hoi	GH - Bella	Bellas Gro		10	Outstandi	3/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
6	Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce Group Hoi	GH - Bella	Bellas Gro		10	Outstandi	2/1/2014	#####	28	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
7	Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce Group Hoi	GH - Bella	Bellas Gro		10	Outstandi	#####	#####	8	Maint	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	Outstandi	#####
8	Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce Group Hoi	GH - Bella	Bellas Gro		10	Outstandi	5/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
9	Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce Group Hoi	GH - Bella	Bellas Gro		10	Outstandi	4/1/2014	#####	30	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
10	Bear, Cinc	Bear, Boo		Changes C		E9490 Chu Group Hoi	GH - Choic	Changes C		22	Outstandi	3/2/2014	#####	30	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
11	Crispies, C	Crispies, S		Hubbard,		3656 Leatl Respite	One Time	One Time	null		Outstandi	#####	#####	3	Maint	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	Outstandi	#####
12	Crispies, C	Crispies, S		Northwes		55 Street, RCC	RCC - Nort	Residenta		8	Outstandi	3/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
13	Bird, Mon	Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	2/1/2014	2/2/2014	2	Maint	\$26.79	\$13.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.50	Outstandi	#####
14	Bird, Mon	Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	1/1/2014	#####	31	Maint	\$376.13	\$185.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$561.94	Outstandi	#####
15	Bird, Mon	Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	#####	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
16	Bird, Mon	Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	#####	#####	30	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
17	Bird, Mon	Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	#####	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
18	Bird, Mon	Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	9/1/2013	#####	30	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
19	Bird, Mon	Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	8/1/2013	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
20	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	9/1/2013	#####	30	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
21	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	1/1/2014	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
22	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	#####	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
23	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	6/1/2013	#####	30	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
24	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	#####	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
25	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	8/1/2013	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
26	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	#####	#####	30	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
27	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	2/1/2014	#####	28	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
28	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	3/1/2014	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
29	Bird, Kid (Bird, Kid (Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize		31	Outstandi	7/1/2013	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
30	Bear, Cinc	Bear, Boo		Snaggleto	1234	123 Rockb Treatmen	Foster Car	Foster Hoi		8	Outstandi	4/1/2014	#####	30	Admin	\$0.00	\$0.00	\$0.00	#####	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
31	Bear, Cinc	Bear, Boo		Snaggleto	1234	123 Rockb Treatmen	Foster Car	Foster Hoi		8	Outstandi	4/1/2014	#####	30	Maint	\$410.00	\$128.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$738.00	Outstandi	#####
32	Bear, Cinc	Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	3/1/2014	3/1/2014	1	Maint	\$13.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.23	Outstandi	#####
33	Bear, Cinc	Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	2/1/2014	#####	28	Maint	\$410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410.00	Outstandi	#####
34	Bear, Cinc	Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	1/1/2014	#####	23	Maint	\$304.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$304.19	Outstandi	#####
35	Bear, Cinc	Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	#####	#####	8	Maint	\$105.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.81	Outstandi	#####
36	Bear, Cinc	Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Hoi		8	Outstandi	#####	#####	31	Maint	\$400.00	\$64.52	\$282.26	\$0.00	\$0.00	\$0.00	\$0.00	\$746.78	Outstandi	#####
37																									
38																									
39																									
40																									

- Put your cursor in the first cell of the spreadsheet and select the Format as Table button. There are several different style setups to choose from. Select a format.

2014_Outstanding_Checks - Microsoft Excel

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperAcrobat

Cut

Copy

Format Painter

Paste

Clipboard

Calibri11

</

- After you select a table format, a pop-up will present illustrating the rows that will be included in your table as well as a check box indicating that your table has headers. Ensure that all rows are included, and that the check box is checked and select the OK button.

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperAcrobat

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B I U

Font

Wrap TextMerge & Center

Alignment

General\$ % , .00 /0

Number

NormalBadGoodNeutral

CalculationCheck CellExplanatory...Input

Styles

AutoSumFillClearSort & Filter

CellsEditing

A1fxCase (ID)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
Case (ID)	Child Name	County	Payee Name	County	Payee Address	Plcmt Ty	Srv Cat	Srv Type	Rpt Cat	Pmnt Stat	Pmnt Star	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Tota	Check Sta	Check Dis
1	Crispies, C	Crispies, C	Ashland C		6932 North Group Ho	GH - Adult	Adulthood		10	Outstandi	3/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
2	Crispies, C	Crispies, C	Ashland C		6932 North Group Ho	GH - Adult	Adulthood		10	Outstandi	2/1/2014	#####	28	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
3	Crispies, C	Crispies, C	Ashland C		6932 North Group Ho	GH - Adult	Adulthood		10	Outstandi	1/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
4	Bear, Cinc	Bear, Care	Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro		10	Outstandi	3/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
5	Bear, Cinc	Bear, Care	Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro		10	Outstandi	2/1/2014	#####	28	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
6	Bear, Cinc	Bear, Care	Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro		10	Outstandi	#####	#####	8	Maint	\$520.00							\$520.00	Outstandi	#####
7	Bear, Cinc	Bear, Care	Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro		10	Outstandi	5/1/2014	#####	31	Maint	#####								Outstandi	#####
8	Bear, Cinc	Bear, Care	Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro		10	Outstandi	4/1/2014	#####	30	Maint	#####								Outstandi	#####
9	Bear, Cinc	Bear, Boo	Changes C		E9490 Chu Group Ho	GH - Choic	Changes C		22	Outstandi	3/2/2014	#####	30	Maint	#####								Outstandi	#####
10	Crispies, C	Crispies, S	Hubbard,		3656 Leatl Respite	One Time	One Time	null		Outstandi	#####	#####	3	Maint	\$55.00							\$55.00	Outstandi	#####
11	Crispies, C	Crispies, S	Northwes		55 Street, RCC	RCC - Nort	Residenta		8	Outstandi	3/1/2014	#####	31	Maint	#####								Outstandi	#####
12	Bird, Morr	Bird, Hum	Smith, Gra		6472 North Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	2/1/2014	2/2/2014	2	Maint	\$26.79							\$40.50	Outstandi	#####
13	Bird, Morr	Bird, Hum	Smith, Gra		6472 North Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	1/1/2014	#####	31	Maint	\$376.13							\$561.94	Outstandi	#####
14	Bird, Morr	Bird, Hum	Smith, Gra		6472 North Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	#####	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
15	Bird, Morr	Bird, Hum	Smith, Gra		6472 North Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	#####	#####	30	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
16	Bird, Morr	Bird, Hum	Smith, Gra		6472 North Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	#####	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
17	Bird, Morr	Bird, Hum	Smith, Gra		6472 North Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	9/1/2013	#####	30	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
18	Bird, Morr	Bird, Hum	Smith, Gra		6472 North Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	8/1/2013	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####
19	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	9/1/2013	#####	30	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
20	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	1/1/2014	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
21	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	#####	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
22	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	6/1/2013	#####	30	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
23	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	#####	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
24	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	8/1/2013	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
25	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	#####	#####	30	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
26	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	2/1/2014	#####	28	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
27	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	3/1/2014	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
28	Bird, Kid (Bird, Kid (Smith, Gra		6472 North Subsidize	Subsidize	Subsidize		31	Outstandi	7/1/2013	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####
29	Bear, Cinc	Bear, Boo	Snagglet	1234	123 Rockb Treatmen	Foster Car	Foster Ho		8	Outstandi	4/1/2014	#####	30	Admin	\$0.00	\$0.00	\$0.00	#####	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####
30	Bear, Cinc	Bear, Boo	Snagglet	1234	123 Rockb Treatmen	Foster Car	Foster Ho		8	Outstandi	4/1/2014	#####	30	Maint	\$410.00	\$128.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$738.00	Outstandi	#####
31	Bear, Cinc	Bear, Boo	White (92		6392 West Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	3/1/2014	3/1/2014	1	Maint	\$13.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.23	Outstandi	#####
32	Bear, Cinc	Bear, Boo	White (92		6392 West Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	2/1/2014	#####	28	Maint	\$410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410.00	Outstandi	#####
33	Bear, Cinc	Bear, Boo	White (92		6392 West Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	1/1/2014	#####	23	Maint	\$304.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$304.19	Outstandi	#####
34	Bear, Cinc	Bear, Boo	White (92		6392 West Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	#####	#####	8	Maint	\$105.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.81	Outstandi	#####
35	Bear, Cinc	Bear, Boo	White (92		6392 West Fstr Fam	F Foster Car	Foster Ho		8	Outstandi	#####	#####	31	Maint	\$400.00	\$64.52	\$282.26	\$0.00	\$0.00	\$0.00	\$0.00	\$746.78	Outstandi	#####
36																								
37																								
38																								
39																								
40																								
																					Total:	#####		

Format As Table

Where is the data for your table?

=SA\$1:\$AC\$36

☒ My table has headers

OKCancel

9. At this point your table will be created. The columns will expand to accommodate the header names. You may notice that the data held within exceeds the column width and is cutoff, or if it is a number, it may be displaying as “#####.”

2014_Outstanding_Checks - Microsoft Excel

Table Tools

Formulas Data Review View Developer Acrobat Design

Export Refresh Unlink External Table Data

Header Row First Column Total Row Last Column Banded Rows Banded Columns Table Style Options

Table Styles

se (ID)

Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmt Type	Srv Cat	Srv Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt
	Ashland County Gro		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	3/1/2014	3/31/2014	31	Maint	#####	\$0.00	\$0.00
	Ashland County Gro		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	2/1/2014	2/28/2014	28	Maint	#####	\$0.00	\$0.00
	Ashland County Gro		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	1/1/2014	1/31/2014	31	Maint	#####	\$0.00	\$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	3/1/2014	3/31/2014	31	Maint	#####	\$0.00	\$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	2/1/2014	2/28/2014	28	Maint	#####	\$0.00	\$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	1/24/2014	1/31/2014	8	Maint	\$520.00	\$0.00	\$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	5/1/2014	5/31/2014	31	Maint	#####	\$0.00	\$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	4/1/2014	4/30/2014	30	Maint	#####	\$0.00	\$0.00
	Changes Group Hon		E9490 Church Rd.,	Group Home	GH - Choic	Changes Gro	22	Outstanding	3/2/2014	3/31/2014	30	Maint	#####	\$0.00	\$0.00
	Hubbard, Old Moth		3656 Leather Shoe	Respite	One Time	One Time Re	null	Outstanding	7/13/2012	7/15/2012	3	Maint	\$55.00	\$0.00	\$0.00
	Northwest Passage		55 Street, Madiso	RCC	RCC - Nort	Residential P	8	Outstanding	3/1/2014	3/31/2014	31	Maint	#####	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	2/1/2014	2/2/2014	2	Maint	\$26.79	\$13.71	\$0.00
	Smith, Granny (922:		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	1/1/2014	1/31/2014	31	Maint	\$376.13	\$185.81	\$0.00
	Smith, Granny (922:		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	12/1/2013	12/31/2013	31	Maint	\$400.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	11/1/2013	11/30/2013	30	Maint	\$400.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	10/1/2013	10/31/2013	31	Maint	\$400.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	9/1/2013	9/30/2013	30	Maint	\$400.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	8/1/2013	8/31/2013	31	Maint	\$400.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	9/1/2013	9/30/2013	30	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	1/1/2014	1/31/2014	31	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	12/1/2013	12/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	6/1/2013	6/30/2013	30	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	10/1/2013	10/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	8/1/2013	8/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	11/1/2013	11/30/2013	30	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	2/1/2014	2/28/2014	28	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	3/1/2014	3/31/2014	31	Maint	\$388.00	\$0.00	\$0.00
	Smith, Granny (922:		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	7/1/2013	7/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
	Snaggletooth Provi	1234	123 Rockbed Drive	Treatment Fost	Foster Care	Foster Home	8	Outstanding	4/1/2014	4/30/2014	30	Admin	\$0.00	\$0.00	\$0.00
	Snaggletooth Provi	1234	123 Rockbed Drive	Treatment Fost	Foster Care	Foster Home	8	Outstanding	4/1/2014	4/30/2014	30	Maint	\$410.00	\$128.00	\$200.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	3/1/2014	3/1/2014	1	Maint	\$13.23	\$0.00	\$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	2/1/2014	2/28/2014	28	Maint	\$410.00	\$0.00	\$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	1/1/2014	1/23/2014	23	Maint	\$304.19	\$0.00	\$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	1/24/2014	1/31/2014	8	Maint	\$105.81	\$0.00	\$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	12/1/2013	12/31/2013	31	Maint	\$400.00	\$64.52	\$282.26

10. To resolve the issue described above, simply select the cell just above the first row (this selects the entire worksheet). Then double-click the line between column A and Column B. This will expand each column in your table to fit the longest content.

2014_Outstanding_Checks - Microsoft Excel

Table Name: Table1

Table Tools: Design

Table Style Options: Header Row, First Column, Total Row, Last Column, Banded Rows, Banded Columns

Table Styles

Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmnt Type	Srvct Cat	Srvct Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt
1	Crispies, Gir Crispies, Crackle (5		Ashland County Gr		6932 Northwoods Group Home	GH - Adultl	Adulthood's		10	Outstanding	3/1/2014	3/31/2014	31	Maint	#####	\$0.00	\$0.00
2	Crispies, Gir Crispies, Crackle (5		Ashland County Gr		6932 Northwoods Group Home	GH - Adultl	Adulthood's		10	Outstanding	2/1/2014	2/28/2014	28	Maint	#####	\$0.00	\$0.00
3	Crispies, Gir Crispies, Crackle (5		Ashland County Gr		6932 Northwoods Group Home	GH - Adultl	Adulthood's		10	Outstanding	1/1/2014	1/31/2014	31	Maint	#####	\$0.00	\$0.00
4	Bear, Cindy Bear, Care (922819		Bellas Group Home		7630 W Center St. Group Home	GH - Bellas	Bellas Group		10	Outstanding	3/1/2014	3/31/2014	31	Maint	#####	\$0.00	\$0.00
5	Bear, Cindy Bear, Care (922819		Bellas Group Home		7630 W Center St. Group Home	GH - Bellas	Bellas Group		10	Outstanding	2/1/2014	2/28/2014	28	Maint	#####	\$0.00	\$0.00
6	Bear, Cindy Bear, Care (922819		Bellas Group Home		7630 W Center St. Group Home	GH - Bellas	Bellas Group		10	Outstanding	1/24/2014	1/31/2014	8	Maint	#####	\$520.00	\$0.00
7	Bear, Cindy Bear, Care (922819		Bellas Group Home		7630 W Center St. Group Home	GH - Bellas	Bellas Group		10	Outstanding	5/1/2014	5/31/2014	31	Maint	#####	\$0.00	\$0.00
8	Bear, Cindy Bear, Care (922819		Bellas Group Home		7630 W Center St. Group Home	GH - Bellas	Bellas Group		10	Outstanding	4/1/2014	4/30/2014	30	Maint	#####	\$0.00	\$0.00
9	Bear, Cindy Bear, Care (922819		Bellas Group Home		7630 W Center St. Group Home	GH - Bellas	Bellas Group		10	Outstanding	3/2/2014	3/31/2014	30	Maint	#####	\$0.00	\$0.00
10	Bear, Cindy Bear, Boo-boo (922		Changes Group Hon		E9490 Church Rd., Group Home	GH - Choic	Changes Gro		22	Outstanding	7/13/2012	7/15/2012	3	Maint	#####	\$55.00	\$0.00
11	Crispies, Gir Crispies, Snap (922		Hubbard, Old Moth		3656 Leather Shoe Respite	One Time I	One Time Re	null		Outstanding	3/1/2014	3/31/2014	31	Maint	#####	\$0.00	\$0.00
12	Crispies, Gir Crispies, Snap (922		Northwest Passage		55 Street, Madiso	RCC - Nortl	Residential P		8	Outstanding	2/1/2014	2/2/2014	2	Maint	\$26.79	\$13.71	\$0.00
13	Bird, Mom (Bird, Humming B. (Smith, Granny (922		6472 Northwoods Fstr Fam Hm (R	Foster Care	Foster Home		8	Outstanding	1/1/2014	1/31/2014	31	Maint	\$376.13	\$185.81	\$0.00
14	Bird, Mom (Bird, Humming B. (Smith, Granny (922		6472 Northwoods Fstr Fam Hm (R	Foster Care	Foster Home		8	Outstanding	12/1/2013	12/31/2013	31	Maint	\$400.00	\$0.00	\$0.00
15	Bird, Mom (Bird, Humming B. (Smith, Granny (922		6472 Northwoods Fstr Fam Hm (R	Foster Care	Foster Home		8	Outstanding	11/1/2013	11/30/2013	30	Maint	\$400.00	\$0.00	\$0.00
16	Bird, Mom (Bird, Humming B. (Smith, Granny (922		6472 Northwoods Fstr Fam Hm (R	Foster Care	Foster Home		8	Outstanding	10/1/2013	10/31/2013	31	Maint	\$400.00	\$0.00	\$0.00
17	Bird, Mom (Bird, Humming B. (Smith, Granny (922		6472 Northwoods Fstr Fam Hm (R	Foster Care	Foster Home		8	Outstanding	9/1/2013	9/30/2013	30	Maint	\$400.00	\$0.00	\$0.00
18	Bird, Mom (Bird, Humming B. (Smith, Granny (922		6472 Northwoods Fstr Fam Hm (R	Foster Care	Foster Home		8	Outstanding	8/1/2013	8/31/2013	31	Maint	\$400.00	\$0.00	\$0.00
19	Bird, Mom (Bird, Humming B. (Smith, Granny (922		6472 Northwoods Fstr Fam Hm (R	Foster Care	Foster Home		8	Outstanding	9/1/2013	9/30/2013	30	Maint	\$388.00	\$0.00	\$0.00
20	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	1/1/2014	1/31/2014	31	Maint	\$388.00	\$0.00	\$0.00
21	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	12/1/2013	12/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
22	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	6/1/2013	6/30/2013	30	Maint	\$388.00	\$0.00	\$0.00
23	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	10/1/2013	10/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
24	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	8/1/2013	8/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
25	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	11/1/2013	11/30/2013	30	Maint	\$388.00	\$0.00	\$0.00
26	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	2/1/2014	2/28/2014	28	Maint	\$388.00	\$0.00	\$0.00
27	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	3/1/2014	3/31/2014	31	Maint	\$388.00	\$0.00	\$0.00
28	Bird, Kid (92 Bird, Kid (9228217		Smith, Granny (922		6472 Northwoods Subsidized Gua	Subsidized	Subsidized C		31	Outstanding	7/1/2013	7/31/2013	31	Maint	\$388.00	\$0.00	\$0.00
29	Bear, Cindy Bear, Boo-boo (922		Snaggletooth Provi	1234	123 Rockbed Drive Treatment Fost	Foster Care	Foster Home		8	Outstanding	4/1/2014	4/30/2014	30	Admin	\$0.00	\$0.00	\$0.00
30	Bear, Cindy Bear, Boo-boo (922		Snaggletooth Provi	1234	123 Rockbed Drive Treatment Fost	Foster Care	Foster Home		8	Outstanding	4/1/2014	4/30/2014	30	Maint	\$410.00	\$128.00	\$200.00
31	Bear, Cindy Bear, Boo-boo (922		White (9221646)		6392 West Forest Fstr Fam Hm (N	Foster Care	Foster Home		8	Outstanding	3/1/2014	3/1/2014	1	Maint	\$13.23	\$0.00	\$0.00
32	Bear, Cindy Bear, Boo-boo (922		White (9221646)		6392 West Forest Fstr Fam Hm (N	Foster Care	Foster Home		8	Outstanding	2/1/2014	2/28/2014	28	Maint	\$410.00	\$0.00	\$0.00
33	Bear, Cindy Bear, Boo-boo (922		White (9221646)		6392 West Forest Fstr Fam Hm (N	Foster Care	Foster Home		8	Outstanding	1/1/2014	1/23/2014	23	Maint	\$304.19	\$0.00	\$0.00
34	Bear, Cindy Bear, Boo-boo (922		White (9221646)		6392 West Forest Fstr Fam Hm (N	Foster Care	Foster Home		8	Outstanding	1/24/2014	1/31/2014	8	Maint	\$105.81	\$0.00	\$0.00
35	Bear, Cindy Bear, Boo-boo (922		White (9221646)		6392 West Forest Fstr Fam Hm (N	Foster Care	Foster Home		8	Outstanding	12/1/2013	12/31/2013	31	Maint	\$400.00	\$64.52	\$282.26
36	Bear, Cindy Bear, Boo-boo (922		White (9221646)		6392 West Forest Fstr Fam Hm (N	Foster Care	Foster Home		8	Outstanding							
37																	

11. The end results should look something like this:

2014_Outstanding_Checks - Microsoft Excel									
Table1									
Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmnt Type	Srvc Cat		
2	Crispies, Gina (9223421)	Crispies, Crackle (9228146)	Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II	A	
3	Crispies, Gina (9223421)	Crispies, Crackle (9228146)	Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II	A	
4	Crispies, Gina (9223421)	Crispies, Crackle (9228146)	Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II	A	
5	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Bi	
6	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Bi	
7	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Bi	
8	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Bi	
9	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Bi	
10	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	Changes Group Home (9221966)		E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices to Change	Cl	
11	Crispies, Gina (9223421)	Crispies, Snap (9228145)	Hubbard, Old Mother (9221626)		3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Payment - Respite	O	
12	Crispies, Gina (9223421)	Crispies, Snap (9228145)	Northwest Passage Child and Ad (9221503)		55 Street, Madison, WI 53701	RCC	RCC - Northwest Passage	Ri	
13	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Fc	
14	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Fc	
15	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Fc	
16	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Fc	
17	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Fc	
18	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Fc	
19	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Fc	
20	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
21	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
22	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
23	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
24	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
25	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
26	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
27	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
28	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
29	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	St	
30	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	Fc	
31	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	Fc	
32	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Fc	
33	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Fc	
34	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Fc	
35	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Fc	
36	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Fc	
37									

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2014_Outstanding_Checks - Microsoft Excel																		
<div> <div> FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperAcrobat </div> <div> Table Tools <div> Design </div> </div> </div>																		
Table Name: Table1		<div> <div>Summarize with PivotTable</div> <div>Remove Duplicates</div> <div>Convert to Range</div> </div>		<div> <div>Export</div> <div>Refresh</div> <div>External Table Data</div> </div>		<div> <div>Properties</div> <div>Open in Browser</div> <div>Unlink</div> </div>		<div> <div>Header Row</div> <div>Total Row</div> <div>Banded Rows</div> </div>		<div> <div>First Column</div> <div>Last Column</div> <div>Banded Columns</div> </div>		Table Styles						
G1 Plcmnt Type																		
	D	G	L	M	N	P	Q	R	S	T	U	V	W	X	Y	Z		
1	Payee Name(ID)	Plcmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status	Check Disposition Date	Check Nu		
2	Ashland County Group Home (9221647)	Sort A to Z	3/1/2014	3/31/2014	31	\$1,395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,395.00	Outstanding	6/17/2014			
3	Ashland County Group Home (9221647)	Sort Z to A	2/1/2014	2/28/2014	28	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,260.00	Outstanding	6/17/2014			
4	Ashland County Group Home (9221647)	Sort by Color	1/1/2014	1/31/2014	31	\$1,395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,395.00	Outstanding	6/17/2014			
5	Bellas Group Home (9221946)	Clear Filter From "Plcmnt Type"	3/1/2014	3/31/2014	31	\$2,015.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,015.00	Outstanding	6/17/2014			
6	Bellas Group Home (9221946)	Filter by Color	2/1/2014	2/28/2014	28	\$1,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,820.00	Outstanding	6/17/2014			
7	Bellas Group Home (9221946)	Text Filters	1/24/2014	1/31/2014	8	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	Outstanding	6/17/2014			
8	Bellas Group Home (9221946)	Search	5/1/2014	5/31/2014	31	\$2,015.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,015.00	Outstanding	8/20/2014			
9	Bellas Group Home (9221946)	(Select All)	4/1/2014	4/30/2014	30	\$1,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950.00	Outstanding	8/20/2014			
10	Changes Group Home (9221966)	Fstr Fam Hm (Non-Rel)	3/2/2014	3/31/2014	30	\$5,708.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,708.40	Outstanding	6/17/2014			
11	Hubbard, Old Mother (9221626)	Fstr Fam Hm (Relative)	7/13/2012	7/15/2012	3	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	Outstanding	6/17/2014			
12	Northwest Passage Child and Ad (9221503)	Group Home	3/1/2014	3/31/2014	31	\$3,069.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,069.00	Outstanding	6/17/2014			
13	Smith, Granny (9221665)	RCC	2/1/2014	2/2/2014	2	\$26.79	\$13.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.50	Outstanding	6/17/2014			
14	Smith, Granny (9221665)	Respite	1/1/2014	1/31/2014	31	\$376.13	\$185.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$561.94	Outstanding	6/17/2014			
15	Smith, Granny (9221665)	Subsidized Guardianship	12/1/2013	12/31/2013	31	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstanding	6/17/2014			
16	Smith, Granny (9221665)	Treatment Foster Home - Non-Relative	11/1/2013	11/30/2013	30	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstanding	6/17/2014			
17	Smith, Granny (9221665)		10/1/2013	10/31/2013	31	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstanding	6/17/2014			
18	Smith, Granny (9221665)		9/1/2013	9/30/2013	30	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstanding	6/17/2014			
19	Smith, Granny (9221665)		8/1/2013	8/31/2013	31	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstanding	6/17/2014			

14. The end results should look something like the following:

Note: The results displayed are only our Group Home payments. However, the total that displays is the total for our entire exported results. If you wish to see a “Subtotal” based on our filtered results, a new formula must be added to the worksheet.

The screenshot shows the Microsoft Excel interface with the 'Table Tools' ribbon active. The table 'Table1' is selected, and the 'Table Style Options' group is visible. The table data is as follows:

	D	G	L	M	N	P	Q	R	S	T	U	V	W	X	Y	
1	Payee Name(ID)	Plcmt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status	Check Disposition Date	Check Nu
2	Ashland County Group Home (9221647)	Group Home	3/1/2014	3/31/2014	31	\$1,395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,395.00	Outstanding	6/17/2014	
3	Ashland County Group Home (9221647)	Group Home	2/1/2014	2/28/2014	28	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,260.00	Outstanding	6/17/2014	
4	Ashland County Group Home (9221647)	Group Home	1/1/2014	1/31/2014	31	\$1,395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,395.00	Outstanding	6/17/2014	
5	Bellas Group Home (9221946)	Group Home	3/1/2014	3/31/2014	31	\$2,015.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,015.00	Outstanding	6/17/2014	
6	Bellas Group Home (9221946)	Group Home	2/1/2014	2/28/2014	28	\$1,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,820.00	Outstanding	6/17/2014	
7	Bellas Group Home (9221946)	Group Home	1/24/2014	1/31/2014	8	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	Outstanding	6/17/2014	
8	Bellas Group Home (9221946)	Group Home	5/1/2014	5/31/2014	31	\$2,015.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,015.00	Outstanding	8/20/2014	
9	Bellas Group Home (9221946)	Group Home	4/1/2014	4/30/2014	30	\$1,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950.00	Outstanding	8/20/2014	
10	Changes Group Home (9221966)	Group Home	3/2/2014	3/31/2014	30	\$5,708.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,708.40	Outstanding	6/17/2014	
37																
38																
39																
40																
41																
42																

A red box highlights the 'Plcmt Type' column and the 'Pmnt Total' column. A red arrow points from the 'Total' row to the 'Pmnt Total' column.

15. To add a Subtotal formula to your worksheet, type the following highlighted text, exactly as it is written, in the field directly above the Payment Total. See the following page as an example of where to put the Subtotal. **=SUBTOTAL(9,Table1[Pmnt Total])**

Note: If the above formula does not work then type: =SUBTOTAL(9,S1:S??)

Do not type the “??” in your formula. These are representing an unknown number. Select all your data in column S to get your full string.

16. The end results should look something like the following:

[illegible]

17. Notice that as the filter changes so does the Subtotal value:

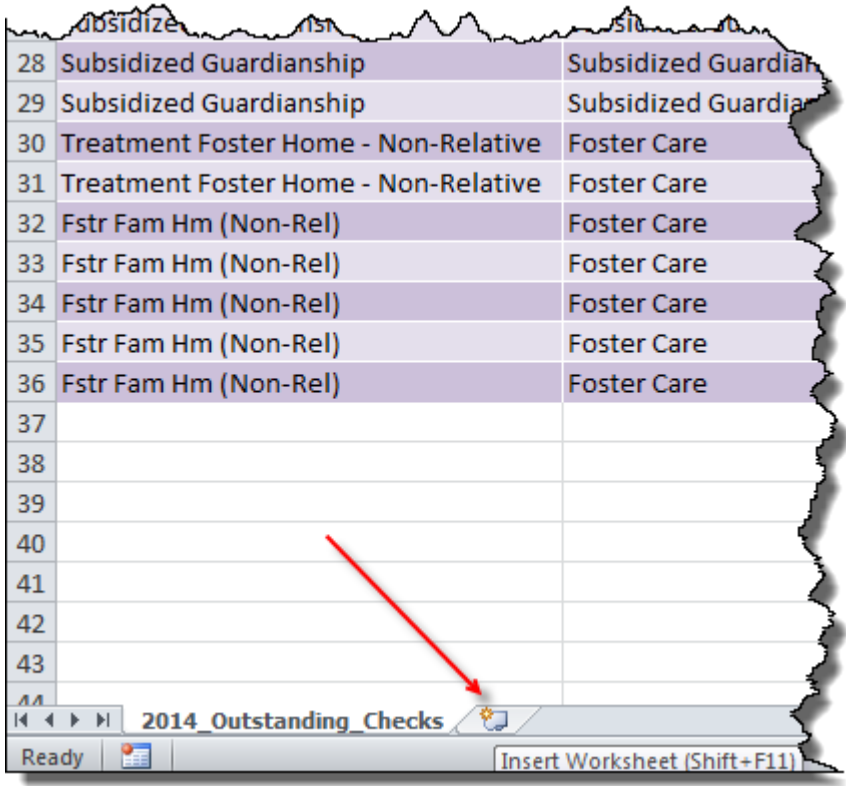
[illegible]

Using a Pivot Table to Work With Your Data

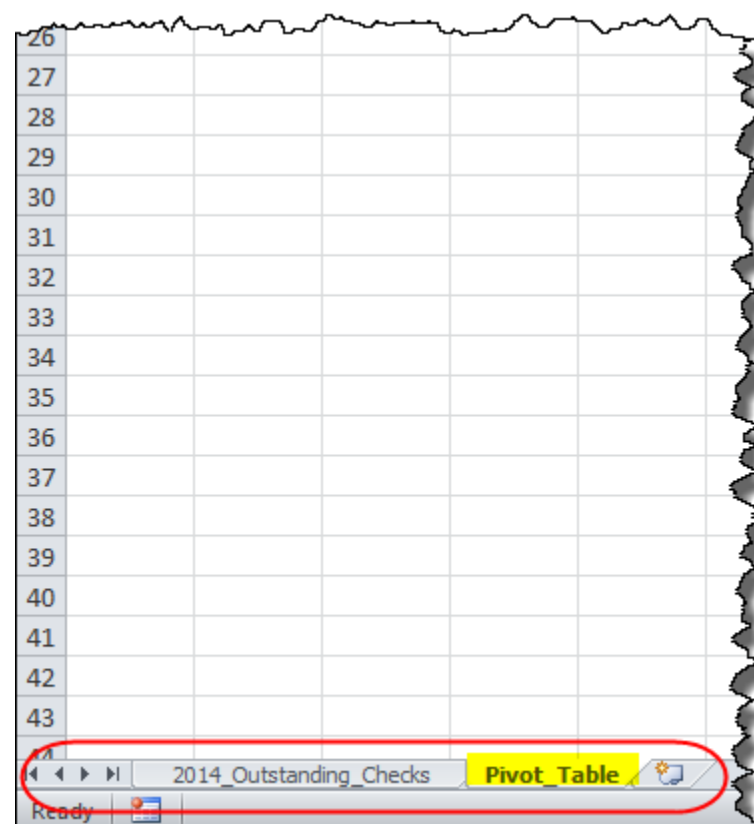
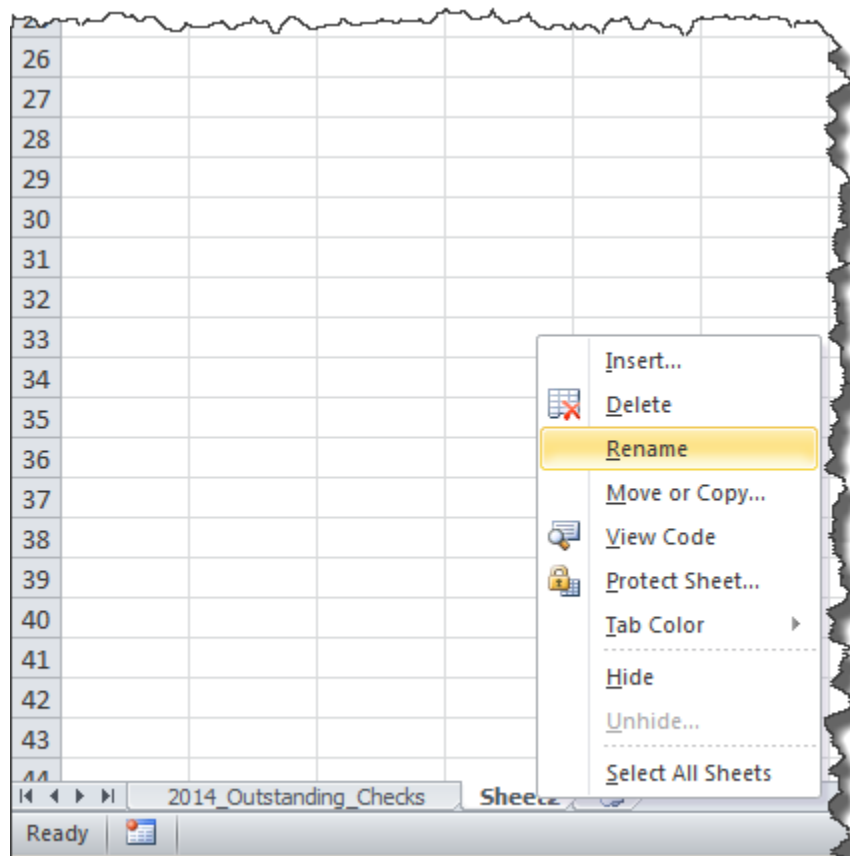
Pivot tables offer another great option for working with and presenting your data in an easy to read report. The next several pages will walk through how to create a Pivot Table from your exported results.

It's easiest if you already have your data in a Table format. If you've followed the steps above (**Exporting Results from the Checks and Payments Maintenance Page**) then you are all set and ready for the next steps.

- 1. Start by inserting a new Worksheet. Click just to the right of the current Tab that you are on.



2. Right Click on the newly inserted tab and select “Rename”. Then name the new tab.



FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperAcrobatTable ToolsDesign

Table Name: Table1

Summarize with PivotTable

Remove Duplicates

Resize Table

Convert to Range

Export

Refresh

Unlink

Properties

Open in Browser

External Table Data

Header Row

Total Row

Banded Rows

First Column

Last Column

Banded Columns

Table Styles

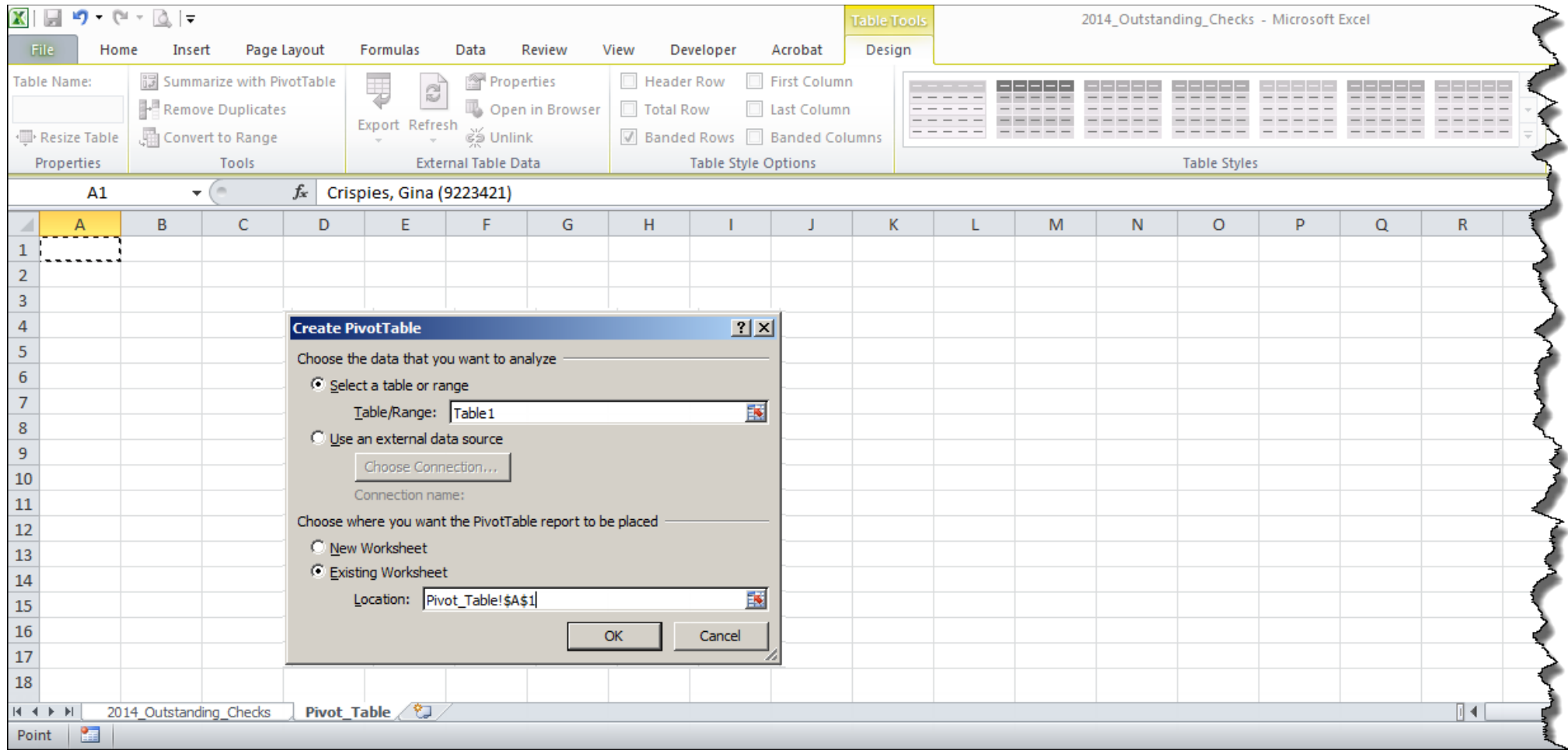
A2

Crispies, Gina (9223421)

	A	B	C	D	E	F	G	
1	Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmt Type	Srvc Cat
2	Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho
3	Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho
4	Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho
5	Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
6	Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
7	Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
8	Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
9	Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
10	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Changes Group Home (9221966)		E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices
11	Crispies, Gina (9223421)	Crispies, Snap (9228145)		Hubbard, Old Mother (9221626)		3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Pa
12	Crispies, Gina (9223421)	Crispies, Snap (9228145)		Northwest Passage Child and Ad (9221503)		55 Street, Madison, WI 53701	RCC	RCC - Northw
13	Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
14	Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
15	Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
16	Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
17	Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
18	Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
19	Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
20	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
21	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
22	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
23	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
24	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
25	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
26	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
27	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
28	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
29	Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
30	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care
31	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care
32	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
33	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
34	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
35	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care

4. Select Summarize with PivotTable will bring up a Create PivotTable dialog box. Choose “Select a table or range” your table should already populate that box.

For the second Radio Button option choose “Existing Worksheet” and then select the Pivot_Table Tab that you just previously created. You can do this by simply clicking on that new Tab and then clicking on the upper left most cell within that Tab.



5. Upon selecting OK on the dialog box the PivotTable will display

2014_Outstanding_Checks - Microsoft Excel

PivotTable Tools: Options, Design

PivotTable Name: PivotTable2

Active Field: Expand Entire Field, Field Settings, Collapse Entire Field

Group Selection, Ungroup, Group Field, Group

Sort & Filter: Sort, Insert Slicer, Refresh, Change Data Source

Actions: Clear, Select, Move PivotTable

Calculations: Summarize Values By, Show Values As, Fields, Items, & Sets

PivotChart, OLAP Tools, What-If Analysis

Field List, +/- Buttons, Field Headers

To build a report, choose fields from the PivotTable Field List

PivotTable Field List

Choose fields to add to report:

- ☐ Case (ID)
- ☐ Child Name(ID)
- ☐ County Person ID
- ☐ Payee Name(ID)
- ☐ County Provider (ID)
- ☐ Payee Address
- ☐ Pmnt Type
- ☐ Svc Cat
- ☐ Svc Type
- ☐ Rpt Cat
- ☐ Pmnt Status
- ☐ Pmnt Start
- ☐ Pmnt End
- ☐ Combined Date
- ☐ Days Paid
- ☐ Pmnt Type
- ☐ Basic
- ☐ Suppl
- ☐ Excpt
- ☐ Admin
- ☐ >Limit
- ☐ Extraord
- ☐ Adjust

Drag fields between areas below:

Report Filter, Column Labels

Row Labels, Values

Defer Layout Update, Update

6. Now you can start creating your PivotTable. Drag items from the “fields to add to report” to your “Row Labels” box and “Values” box.

The screenshot shows the Microsoft Excel interface with the PivotTable Tools ribbon active. The PivotTable is named 'PivotTable2' and has 'Payee Name(ID)' as the active field. The PivotTable Field List task pane on the right shows the following fields to add to the report:

- ☐ Child Name(ID)
- ☐ County Person ID
- ☒ Payee Name(ID)
- ☐ County Provider (ID)
- ☐ Payee Address
- ☐ Plmnt Type
- ☐ Srvc Cat
- ☐ Srvc Type
- ☐ Rpt Cat
- ☐ Pmnt Status
- ☐ Pmnt Start
- ☐ Pmnt End
- ☐ Combined Date
- ☐ Days Paid
- ☐ Pmnt Type
- ☐ Basic
- ☐ Suppl
- ☐ Excpt
- ☐ Admin
- ☐ >Limit
- ☐ Extraord
- ☐ Adjust
- ☐ Pmnt Total

The PivotTable is currently empty, with 'Row Labels' and 'Values' boxes visible. A red arrow points from the 'Payee Name(ID)' field in the task pane to the 'Row Labels' box.

7. Your Row Labels represent the specific “unique” elements that you look at your data across. In our example we are going to look at our payment data across Payee and Child. In other words, we want to create a display of all payments (within our data) broken down by Payee and Child.

The screenshot shows the Microsoft Excel interface with the 'PivotTable Tools' ribbon active. The PivotTable is named 'PivotTable2' and is located in the range A1:R19. The Row Labels are set to 'Payee Name(ID)' and 'Child Name(ID)'. The PivotTable shows a list of payees and their associated children. A red box highlights the Row Labels dropdown menu, and a red arrow points from the 'Row Labels' section in the PivotTable Field List to the dropdown menu.

Row Labels
Ashland County Group Home (9221647)
Crispies, Crackle (9228146)
Bellas Group Home (9221946)
Bear, Care (9228196)
Changes Group Home (9221966)
Bear, Boo-boo (9228141)
Hubbard, Old Mother (9221626)
Crispies, Snap (9228145)
Northwest Passage Child and Ad (9221503)
Crispies, Snap (9228145)
Smith, Granny (9221665)
Bird, Humming B. (9228471)
Bird, Kid (9228217)
Snaggletooth Provider Care (9221523)
Bear, Boo-boo (9228141)
White (9221646)
Bear, Boo-boo (9228141)
Grand Total

8. Now you can start setting up the specific values that you want to look at. In this instance we are going to look at Cost “buckets”.

The screenshot displays the Microsoft Excel interface with a PivotTable and the PivotTable Field List task pane. The PivotTable is titled 'PivotTable2' and is located in the range A1:B19. The PivotTable shows a summary of 'Basic' values for various payees. The PivotTable Field List on the right shows 'Basic' selected under 'Pmmt Type' and 'Sum of Basic' selected under 'Values'.

Row Labels	Sum of Basic
Ashland County Group Home (9221647)	4050
Crispies, Crackle (9228146)	4050
Bellas Group Home (9221946)	8320
Bear, Care (9228196)	8320
Changes Group Home (9221966)	5708.4
Bear, Boo-boo (9228141)	5708.4
Hubbard, Old Mother (9221626)	55
Crispies, Snap (9228145)	55
Northwest Passage Child and Ad (9221503)	3069
Crispies, Snap (9228145)	3069
Smith, Granny (9221665)	6282.92
Bird, Humming B. (9228471)	2402.92
Bird, Kid (9228217)	3880
Snaggletooth Provider Care (9221523)	410
Bear, Boo-boo (9228141)	410
White (9221646)	1233.23
Bear, Boo-boo (9228141)	1233.23
Grand Total	29128.55

The PivotTable Field List on the right shows the following fields:

- Choose fields to add to report:**
 - ☒ Payee Name(ID)
 - ☐ County Provider (ID)
 - ☐ Payee Address
 - ☐ Pmnt Type
 - ☐ Srv Cat
 - ☐ Srv Type
 - ☐ Rpt Cat
 - ☐ Pmnt Status
 - ☐ Pmnt Start
 - ☐ Pmnt End
 - ☐ Combined Date
 - ☐ Days Paid
 - ☐ Pmnt Type
 - ☒ **Basic**
 - ☐ Suppl
 - ☐ Excpt
 - ☐ Admin
 - ☐ >Limit
 - ☐ Extraord
 - ☐ Adjust
 - ☐ Pmnt Total
 - ☐ Check Status
 - ☐ Check Disposition Date
- Drag fields between areas below:**
 - Report Filter:** (Empty)
 - Column Labels:** (Empty)
 - Row Labels:**
 - Payee Name(...)
 - Child Name(ID)
 - Σ Values:**
 - Sum of Basic

The status bar at the bottom shows 'Ready' and '100%' zoom.

9. Your desired data values might look something like the following:

PivotTable2

Active Field: Payee Name(ID)

Options: Expand Entire Field, Collapse Entire Field, Field Settings

Active Field: Group Selection, Ungroup, Group Field, Group

Sort & Filter: Sort, Sort & Filter

Data: Refresh, Change Data Source

Actions: Clear, Select, Move PivotTable

Summarize Values By: Sum, Average, Count, Max, Min, Product, StdDev, Var

Show Values As: % of Total, % of Parent Total, % of Grand Total, % of Row Total, % of Column Total, % of Grand Total

Fields, Items, & Sets: Fields, Items, & Sets

PivotChart: PivotChart

OLAP Tools: OLAP Tools

What-If Analysis: What-If Analysis

Field List: Field List

+/- Buttons: +/- Buttons

Field Headers: Field Headers

Show: Show

Row Labels	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	4050	0	0	0	4050
Crispies, Crackle (9228146)	4050	0	0	0	4050
Bellas Group Home (9221946)	8320	0	0	0	8320
Bear, Care (9228196)	8320	0	0	0	8320
Changes Group Home (9221966)	5708.4	0	0	0	5708.4
Bear, Boo-boo (9228141)	5708.4	0	0	0	5708.4
Hubbard, Old Mother (9221626)	55	0	0	0	55
Crispies, Snap (9228145)	55	0	0	0	55
Northwest Passage Child and Ad (9221503)	3069	0	0	0	3069
Crispies, Snap (9228145)	3069	0	0	0	3069
Smith, Granny (9221665)	6282.92	199.52	0	0	6482.44
Bird, Humming B. (9228471)	2402.92	199.52	0	0	2602.44
Bird, Kid (9228217)	3880	0	0	0	3880
Snaggletooth Provider Care (9221523)	410	128	200	2020.5	2758.5
Bear, Boo-boo (9228141)	410	128	200	2020.5	2758.5
White (9221646)	1233.23	64.52	282.26	0	1580.01
Bear, Boo-boo (9228141)	1233.23	64.52	282.26	0	1580.01
Grand Total	29128.55	392.04	482.26	2020.5	32023.35

PivotTable Field List

Choose fields to add to report:

- ☒ Payee Name(ID)
- ☐ County Provider (ID)
- ☐ Payee Address
- ☐ Pmnt Type
- ☐ Srvc Cat
- ☐ Srvc Type
- ☐ Rpt Cat
- ☐ Pmnt Status
- ☐ Pmnt Start
- ☐ Pmnt End
- ☐ Combined Date
- ☐ Days Paid
- ☐ Pmnt Type
- ☒ Basic
- ☒ Suppl
- ☒ Excpt
- ☒ Admin
- ☐ >Limit
- ☐ Extraord
- ☐ Adjust
- ☒ Pmnt Total
- ☐ Check Status
- ☐ Check Disposition Date

Drag fields between areas below:

Report Filter: (Empty)

Column Labels: Σ Values

Row Labels: Payee Name(...), Child Name(ID)

Σ Values: Sum of Basic, Sum of Suppl, Sum of Excpt, Sum of Admin, Sum of Pmnt ...

Defer Layout Update: ☐ Update

10. The default display is a “compact” view, not necessarily the easiest to look at. So let’s change how things look. Click anywhere on your report and then click on the “Design” tab. Then choose “Report Layout” and select “Show in Tabular Form”.

The screenshot shows the Microsoft Excel interface with the PivotTable Tools Design tab selected. The 'Report Layout' group is active, and the 'Show in Tabular Form' option is highlighted. The PivotTable displays a summary of expenses for various items and providers.

	B	C	D	E	F	G	H
	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total		
1 Row Labels							
2 Ashland Co	4050	0	0	0	4050		
3 Crispies,	4050	0	0	0	4050		
4 Bellas Grou	8320	0	0	0	8320		
5 Bear, Car	8320	0	0	0	8320		
6 Changes Gr	5708.4	0	0	0	5708.4		
7 Bear, Boc	5708.4	0	0	0	5708.4		
8 Hubbard, O	55	0	0	0	55		
9 Crispies, Snap (9228145)	55	0	0	0	55		
10 Northwest Passage Child and Ad (9221503)	3069	0	0	0	3069		
11 Crispies, Snap (9228145)	3069	0	0	0	3069		
12 Smith, Granny (9221665)	6282.92	199.52	0	0	6482.44		
13 Bird, Humming B. (9228471)	2402.92	199.52	0	0	2602.44		
14 Bird, Kid (9228217)	3880	0	0	0	3880		
15 Snaggletooth Provider Care (9221523)	410	128	200	2020.5	2758.5		
16 Bear, Boo-boo (9228141)	410	128	200	2020.5	2758.5		
17 White (9221646)	1233.23	64.52	282.26	0	1580.01		
18 Bear, Boo-boo (9228141)	1233.23	64.52	282.26	0	1580.01		
19 Grand Total	29128.55	392.04	482.26	2020.5	32023.35		

11. Notice that the children are no longer nested under the Payee and that they now have their own column. Also notice that we added Payment Begin and End Dates to our Row Labels.

Payee Name(ID)	Child Name(ID)	Pmnt Start	Pmnt End	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	Crispies, Crackle (9228146)	1/1/2014	1/31/2014	1395	0	0	0	1395
		1/1/2014 Total		1395	0	0	0	1395
		2/1/2014	2/28/2014	1260	0	0	0	1260
		2/1/2014 Total		1260	0	0	0	1260
		3/1/2014	3/31/2014	1395	0	0	0	1395
		3/1/2014 Total		1395	0	0	0	1395
	Crispies, Crackle (9228146) Total			4050	0	0	0	4050
Ashland County Group Home (9221647) Total				4050	0	0	0	4050
Bellas Group Home (9221946)	Bear, Care (9228196)	1/24/2014	1/31/2014	520	0	0	0	520
		1/24/2014 Total		520	0	0	0	520
		2/1/2014	2/28/2014	1820	0	0	0	1820
		2/1/2014 Total		1820	0	0	0	1820
		3/1/2014	3/31/2014	2015	0	0	0	2015
		3/1/2014 Total		2015	0	0	0	2015
		4/1/2014	4/30/2014	1950	0	0	0	1950
		4/1/2014 Total		1950	0	0	0	1950
		5/1/2014	5/31/2014	2015	0	0	0	2015
		5/1/2014 Total		2015	0	0	0	2015
	Bear, Care (9228196) Total			8320	0	0	0	8320
Bellas Group Home (9221946) Total				8320	0	0	0	8320
Changes Group Home (9221966)	Bear, Boo-boo (9228141)	3/2/2014	3/31/2014	5708.4	0	0	0	5708.4
		3/2/2014 Total		5708.4	0	0	0	5708.4
	Bear, Boo-boo (9228141) Total			5708.4	0	0	0	5708.4
Changes Group Home (9221966) Total				5708.4	0	0	0	5708.4
Hubbard, Old Mother (9221626)	Crispies, Snap (9228145)	7/13/2012	7/15/2012	55	0	0	0	55
		7/13/2012 Total		55	0	0	0	55
	Crispies, Snap (9228145) Total			55	0	0	0	55
Hubbard, Old Mother (9221626) Total				55	0	0	0	55
Northwest Passage Child and Ad (9221503)	Crispies, Snap (9228145)	3/1/2014	3/31/2014	3069	0	0	0	3069
		3/1/2014 Total		3069	0	0	0	3069
	Crispies, Snap (9228145) Total			3069	0	0	0	3069
Northwest Passage Child and Ad (9221503) Total				3069	0	0	0	3069
Smith, Granny (9221665)	Bird, Humming B. (9228471)	8/1/2013	8/31/2013	400	0	0	0	400
		8/1/2013 Total		400	0	0	0	400
		9/1/2013	9/30/2013	400	0	0	0	400
		9/1/2013 Total		400	0	0	0	400
		10/1/2013	10/31/2013	400	0	0	0	400
		10/1/2013 Total		400	0	0	0	400
		11/1/2013	11/30/2013	400	0	0	0	400
		11/1/2013 Total		400	0	0	0	400
		12/1/2013	12/31/2013	400	0	0	0	400
		12/1/2013 Total		400	0	0	0	400
		1/1/2014	1/31/2014	276.12	195.91	0	0	561.94

12. The problem with adding Payment Start and End is that the Pivot Table wants to “Subtotal” these. If we were to select one or the other it will not do this. If you select both as is in the screen-shot above you will notice the Total value below each. If we want to see both values we can simply add a column in our data worksheet that combines the two. Here’s a sample of how to do that. Note: The formula can be typed in the first cell and then simply fill down the rest of your data.

Table Name: Table1

Table Tools: Design

Table Style Options: Header Row, Total Row, Banded Rows, Banded Columns

Table Styles: 11 styles available

Formula Bar: `=TEXT(L2,"mm/dd/yyyy")&" - "&TEXT(M2,"mm/dd/yyyy")`

	G	H	I	J	K	L	M	N	O	P
	Plcmnt Type	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Combined Date	Days Paid	Pmnt
2	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31	Main
3	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	2/1/2014	2/28/2014	02/01/2014 - 02/28/2014	28	Main
4	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	1/1/2014	1/31/2014	01/01/2014 - 01/31/2014	31	Main
5	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31	Main
6	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	2/1/2014	2/28/2014	02/01/2014 - 02/28/2014	28	Main
7	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	1/24/2014	1/31/2014	01/24/2014 - 01/31/2014	8	Main
8	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	5/1/2014	5/31/2014	05/01/2014 - 05/31/2014	31	Main
9	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	4/1/2014	4/30/2014	04/01/2014 - 04/30/2014	30	Main
10	Group Home	GH - Choices to Change	Changes Group Home	22	Outstanding	3/2/2014	3/31/2014	03/02/2014 - 03/31/2014	30	Main
11	Respite	One Time Payment - Respite	One Time Respite Payment	null	Outstanding	7/13/2012	7/15/2012	07/13/2012 - 07/15/2012	3	Main
12	RCC	RCC - Northwest Passage	Residential Program (Boys) (RCC)	8	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31	Main
13	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	2/1/2014	2/2/2014	02/01/2014 - 02/02/2014	2	Main
14	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	1/1/2014	1/31/2014	01/01/2014 - 01/31/2014	31	Main
15	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	12/1/2013	12/31/2013	12/01/2013 - 12/31/2013	31	Main

13. If we add our new column to our Row Labels we will have something that looks like the following:

The screenshot shows a Microsoft Excel spreadsheet with a PivotTable. The PivotTable is located in the range A1:H44. The Row Labels are 'Payee Name(ID)' and 'Child Name(ID)'. The Column Labels are 'Combined Date', 'Sum of Basic', 'Sum of Suppl', 'Sum of Excpt', 'Sum of Admin', and 'Sum of Pmnt Total'. The PivotTable Field List on the right shows the following fields:

- Row Labels: Payee Name(ID), Child Name(ID), Combined Date
- Values: Sum of Basic, Sum of Suppl, Sum of Excpt, Sum of Admin, Sum of Pmnt Total

The PivotTable data is as follows:

Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	Crispies, Crackle (9228146)	01/01/2014 - 01/31/2014	1395	0	0	0	1395
		02/01/2014 - 02/28/2014	1260	0	0	0	1260
		03/01/2014 - 03/31/2014	1395	0	0	0	1395
	Crispies, Crackle (9228146) Total		4050	0	0	0	4050
Ashland County Group Home (9221647) Total			4050	0	0	0	4050
Bellas Group Home (9221946)	Bear, Care (9228196)	01/24/2014 - 01/31/2014	520	0	0	0	520
		02/01/2014 - 02/28/2014	1820	0	0	0	1820
		03/01/2014 - 03/31/2014	2015	0	0	0	2015
		04/01/2014 - 04/30/2014	1950	0	0	0	1950
		05/01/2014 - 05/31/2014	2015	0	0	0	2015
	Bear, Care (9228196) Total		8320	0	0	0	8320
Bellas Group Home (9221946) Total			8320	0	0	0	8320
Changes Group Home (9221966)	Bear, Boo-boo (9228141)	03/02/2014 - 03/31/2014	5708.4	0	0	0	5708.4
	Bear, Boo-boo (9228141) Total		5708.4	0	0	0	5708.4
Changes Group Home (9221966) Total			5708.4	0	0	0	5708.4
Hubbard, Old Mother (9221626)	Crispies, Snap (9228145)	07/13/2012 - 07/15/2012	55	0	0	0	55
	Crispies, Snap (9228145) Total		55	0	0	0	55
Hubbard, Old Mother (9221626) Total			55	0	0	0	55
Northwest Passage Child and Ad (9221503)	Crispies, Snap (9228145)	03/01/2014 - 03/31/2014	3069	0	0	0	3069
	Crispies, Snap (9228145) Total		3069	0	0	0	3069
Northwest Passage Child and Ad (9221503) Total			3069	0	0	0	3069
Smith, Granny (9221665)	Bird, Humming B. (9228471)	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94
		02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5
		08/01/2013 - 08/31/2013	400	0	0	0	400
		09/01/2013 - 09/30/2013	400	0	0	0	400
		10/01/2013 - 10/31/2013	400	0	0	0	400
		11/01/2013 - 11/30/2013	400	0	0	0	400
		12/01/2013 - 12/31/2013	400	0	0	0	400
	Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
	Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388
		02/01/2014 - 02/28/2014	388	0	0	0	388
		03/01/2014 - 03/31/2014	388	0	0	0	388
		06/01/2013 - 06/30/2013	388	0	0	0	388
		07/01/2013 - 07/31/2013	388	0	0	0	388
		08/01/2013 - 08/31/2013	388	0	0	0	388
		09/01/2013 - 09/30/2013	388	0	0	0	388
		10/01/2013 - 10/31/2013	388	0	0	0	388
		11/01/2013 - 11/30/2013	388	0	0	0	388
		12/01/2013 - 12/31/2013	388	0	0	0	388
	Bird, Kid (9228217) Total		3880	0	0	0	3880
Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
Snaggletooth Provider Care (9221523)	Bear, Boo-boo (9228141)	04/01/2014 - 04/30/2014	410	128	200	2020.5	2758.5
	Bear, Boo-boo (9228141) Total		410	128	200	2020.5	2758.5

14. Let's take a little more specific look at things. Select the filter option for Payee Name(ID) and we will choose Granny Smith.

2014_Outstanding_Checks - Microsoft Excel								
PivotTable Tools								
Options Design								
PivotTable Style Options								
PivotTable Styles								
C1 Combined Date								
A	B	C	D	E	F	G	H	
1 Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total	
2	⊞ Crispies, Crackle (9228146)	01/01/2014 - 01/31/2014	1395	0	0	0	1395	
3		02/01/2014 - 02/28/2014	1260	0	0	0	1260	
4		03/01/2014 - 03/31/2014	1395	0	0	0	1395	
5	Crispies, Crackle (9228146) Total		4050	0	0	0	4050	
6			4050	0	0	0	4050	
7	⊞ Bear, Care (9228196)	01/24/2014 - 01/31/2014	520	0	0	0	520	
8		02/01/2014 - 02/28/2014	1820	0	0	0	1820	
9		03/01/2014 - 03/31/2014	2015	0	0	0	2015	
10		04/01/2014 - 04/30/2014	1950	0	0	0	1950	
11		05/01/2014 - 05/31/2014	2015	0	0	0	2015	
12	Bear, Care (9228196) Total		8320	0	0	0	8320	
13			8320	0	0	0	8320	
14	⊞ Bear, Boo-boo (9228141)	03/02/2014 - 03/31/2014	5708.4	0	0	0	5708.4	
15	Bear, Boo-boo (9228141) Total		5708.4	0	0	0	5708.4	
16			5708.4	0	0	0	5708.4	
17	⊞ Crispies, Snap (9228145)	07/13/2012 - 07/15/2012	55	0	0	0	55	
18	Crispies, Snap (9228145) Total		55	0	0	0	55	
19			55	0	0	0	55	
20	⊞ Crispies, Snap (9228145)	03/01/2014 - 03/31/2014	3069	0	0	0	3069	
21	Crispies, Snap (9228145) Total		3069	0	0	0	3069	
22	Northwest Passage Child and Ad (9221503) Total		3069	0	0	0	3069	
23	⊞ Smith, Granny (9221665)	⊞ Bird, Humming B. (9228471)	01/01/2014 - 01/31/2014	376.13	185.81	0	561.94	
24			02/01/2014 - 02/02/2014	26.79	13.71	0	40.5	
25			08/01/2013 - 08/31/2013	400	0	0	400	
26			09/01/2013 - 09/30/2013	400	0	0	400	
27			10/01/2013 - 10/31/2013	400	0	0	400	
28			11/01/2013 - 11/30/2013	400	0	0	400	
29			12/01/2013 - 12/31/2013	400	0	0	400	
30	Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44	
31	⊞ Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388	
32		02/01/2014 - 02/28/2014	388	0	0	0	388	
33		03/01/2014 - 03/31/2014	388	0	0	0	388	
34		06/01/2013 - 06/30/2013	388	0	0	0	388	
35		07/01/2013 - 07/31/2013	388	0	0	0	388	
36		08/01/2013 - 08/31/2013	388	0	0	0	388	
37		09/01/2013 - 09/30/2013	388	0	0	0	388	
38		10/01/2013 - 10/31/2013	388	0	0	0	388	
39		11/01/2013 - 11/30/2013	388	0	0	0	388	
40		12/01/2013 - 12/31/2013	388	0	0	0	388	
41	Bird, Kid (9228217) Total		3880	0	0	0	3880	
42	Smith, Granny (9221665) Total		6282.92	199.52	0	0	6482.44	

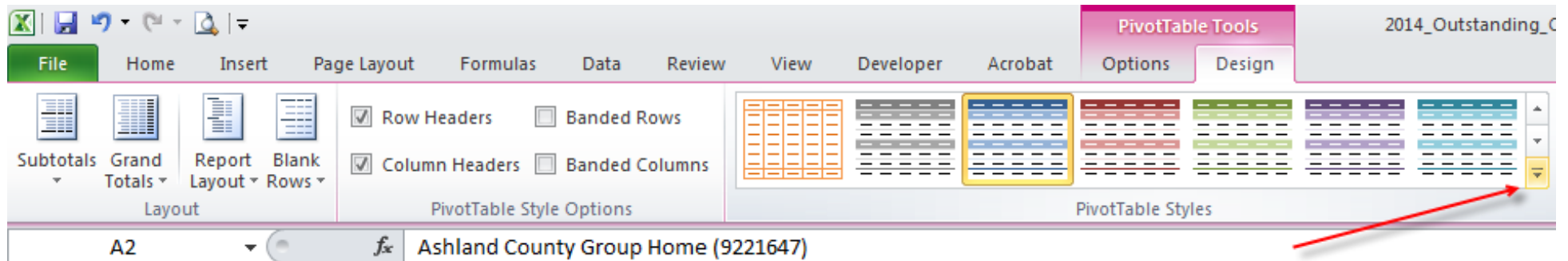
15. You will notice that there were two sets of payment data. One for Humming Bird, and one for Kid Bird. The Combined Date represents each month's payments. At the bottom of child's payments is a Subtotal for each of our Cost "Buckets", and at the very bottom is a Grand Total for Granny Smith.

2014_Outstanding_Checks - Microsoft Excel									
PivotTable Tools									
Options Design									
Subtotals Grand Totals Report Layout Blank Rows Layout									
Row Headers Banded Rows Column Headers Banded Columns PivotTable Style Options PivotTable Styles									
C1 Combined Date									
	A	B	C	D	E	F	G	H	I
1	Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total	
2	Smith, Granny (9221665)	Bird, Humming B. (9228471)	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94	
3			02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5	
4			08/01/2013 - 08/31/2013	400	0	0	0	400	
5			09/01/2013 - 09/30/2013	400	0	0	0	400	
6			10/01/2013 - 10/31/2013	400	0	0	0	400	
7			11/01/2013 - 11/30/2013	400	0	0	0	400	
8			12/01/2013 - 12/31/2013	400	0	0	0	400	
9		Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44	
10		Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388	
11			02/01/2014 - 02/28/2014	388	0	0	0	388	
12			03/01/2014 - 03/31/2014	388	0	0	0	388	
13			06/01/2013 - 06/30/2013	388	0	0	0	388	
14			07/01/2013 - 07/31/2013	388	0	0	0	388	
15			08/01/2013 - 08/31/2013	388	0	0	0	388	
16			09/01/2013 - 09/30/2013	388	0	0	0	388	
17			10/01/2013 - 10/31/2013	388	0	0	0	388	
18			11/01/2013 - 11/30/2013	388	0	0	0	388	
19			12/01/2013 - 12/31/2013	388	0	0	0	388	
20		Bird, Kid (9228217) Total		3880	0	0	0	3880	
21	Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44	
22	Grand Total			6282.92	199.52	0	0	6482.44	
23									

16. Remember that the PivotTable looks for “unique” values for items entered in the Row Labels. This can change the way your data presents as is illustrated in the screen-shot below. Here we’ve removed Combined Date and are now looking at things across Days Paid. In this instance it has summed all the Cost “buckets” based on Days Paid. For Humming Bird there was one month where it only paid for 2 days. There were two (2) months where it paid for 30 days, and there were four (4) months where it paid for 31 days. In the Basic column it summed the basic amounts paid for the 30 day months, which totaled \$800.00. It summed the basic amounts paid for the 31 day months, which totaled \$1576.13, etc. Not quite the display we were looking for here.

	A	B	C	D	E	F	G	H	I
1	Payee Name(ID)	Child Name(ID)	Days Paid	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total	
2	Smith, Granny (9221665)	Bird, Humming B. (9228471)	2	26.79	13.71	0	0	40.5	
3			30	800	0	0	0	800	
4			31	1576.13	185.81	0	0	1761.94	
5		Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44	
6		Bird, Kid (9228217)	28	388	0	0	0	388	
7			30	1164	0	0	0	1164	
8			31	2328	0	0	0	2328	
9		Bird, Kid (9228217) Total		3880	0	0	0	3880	
10	Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44	
11	Grand Total			6282.92	199.52	0	0	6482.44	

17. Once you have your PivotTable setup you can further refine the way it looks with some simple formatting. Select the Design Tab on the PivotTable Tools and then choose a PivotTable Style. If you select the down arrow in the bottom right of that group box it will open up to display a number or other options.



[illegible]

19. After formatting your report might look something like the following:

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Developer

Acrobat

PivotTable Tools

Options

Design

Subtotals

Grand Totals

Report Layout

Blank Rows

Layout

☒ Row Headers

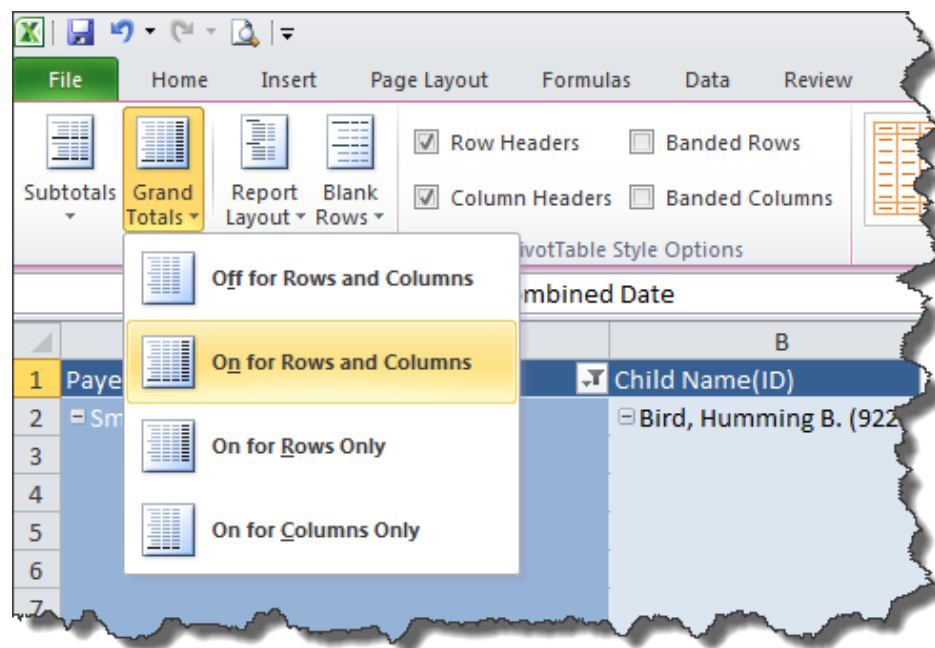
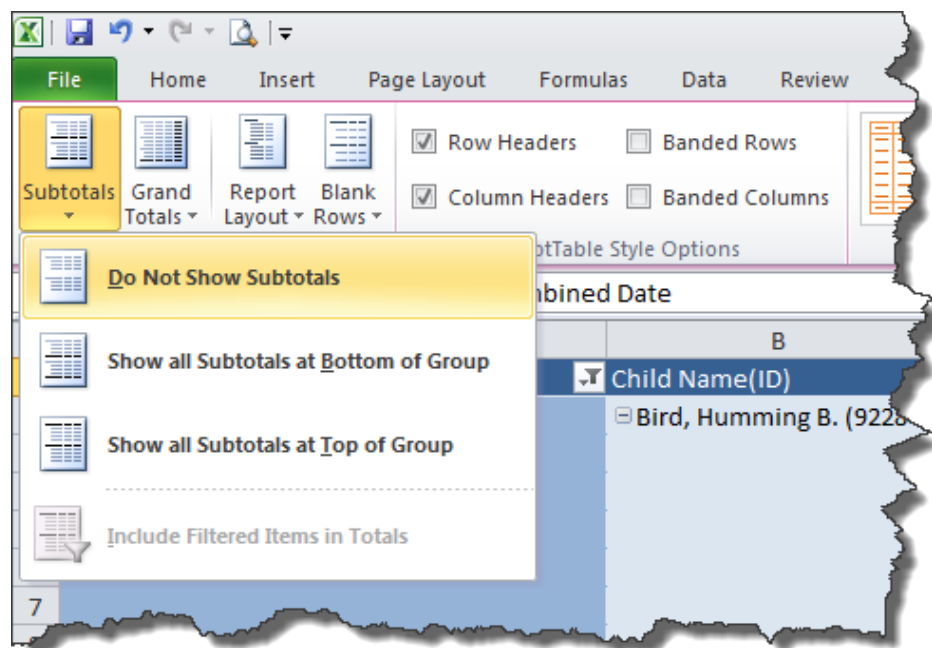
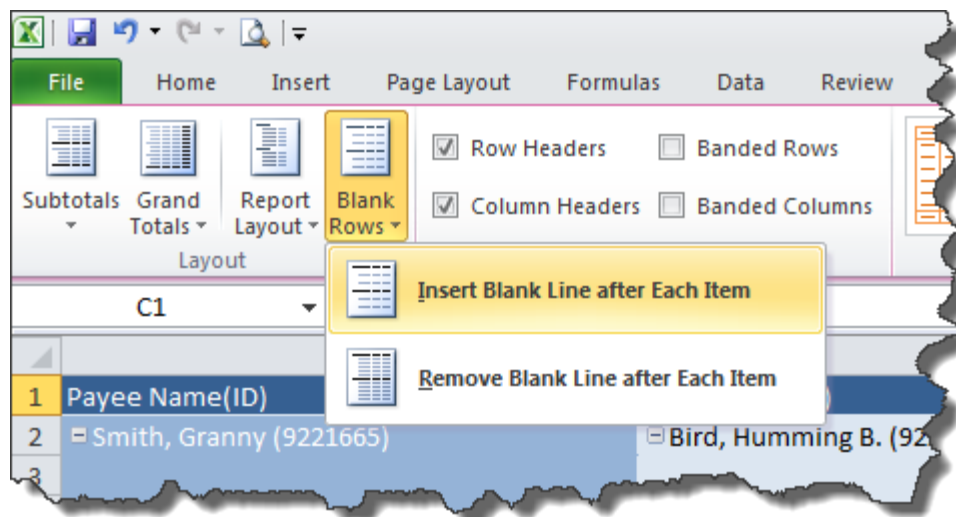
☐ Banded Rows

☒ Column Headers

☐ Banded Columns

PivotTable Style Options

20. You can further refine your report by adding spaces, Subtotals, and Grand Totals.



21. Your final results might look something like the following:

Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	Crispies, Crackle (9228146)	01/01/2014 - 01/31/2014	\$1,395.00	\$0.00	\$0.00	\$0.00	\$1,395.00
		02/01/2014 - 02/28/2014	\$1,260.00	\$0.00	\$0.00	\$0.00	\$1,260.00
		03/01/2014 - 03/31/2014	\$1,395.00	\$0.00	\$0.00	\$0.00	\$1,395.00
	Crispies, Crackle (9228146) Total		\$4,050.00	\$0.00	\$0.00	\$0.00	\$4,050.00
Ashland County Group Home (9221647) Total			\$4,050.00	\$0.00	\$0.00	\$0.00	\$4,050.00
Bellas Group Home (9221946)	Bear, Care (9228196)	01/24/2014 - 01/31/2014	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00
		02/01/2014 - 02/28/2014	\$1,820.00	\$0.00	\$0.00	\$0.00	\$1,820.00
		03/01/2014 - 03/31/2014	\$2,015.00	\$0.00	\$0.00	\$0.00	\$2,015.00
		04/01/2014 - 04/30/2014	\$1,950.00	\$0.00	\$0.00	\$0.00	\$1,950.00
		05/01/2014 - 05/31/2014	\$2,015.00	\$0.00	\$0.00	\$0.00	\$2,015.00
	Bear, Care (9228196) Total		\$8,320.00	\$0.00	\$0.00	\$0.00	\$8,320.00
Bellas Group Home (9221946) Total			\$8,320.00	\$0.00	\$0.00	\$0.00	\$8,320.00
Northwest Passage Child and Ad (9221503)	Crispies, Snap (9228145)	01/01/2014 - 01/31/2014	\$3,069.00	\$0.00	\$0.00	\$0.00	\$3,069.00
		Crispies, Snap (9228145) Total		\$3,069.00	\$0.00	\$0.00	\$0.00
Northwest Passage Child and Ad (9221503) Total			\$3,069.00	\$0.00	\$0.00	\$0.00	\$3,069.00
Smith, Granny (9221665)	Bird, Humming B. (9228471)	01/01/2014 - 01/31/2014	\$376.13	\$185.81	\$0.00	\$0.00	\$561.94
		02/01/2014 - 02/02/2014	\$26.79	\$13.71	\$0.00	\$0.00	\$40.50
		08/01/2013 - 08/31/2013	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
		09/01/2013 - 09/30/2013	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
		10/01/2013 - 10/31/2013	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
		11/01/2013 - 11/30/2013	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
		12/01/2013 - 12/31/2013	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
		Bird, Humming B. (9228471) Total		\$2,402.92	\$199.52	\$0.00	\$0.00
	Bird, Kid (9228217)	01/01/2014 - 01/31/2014	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		02/01/2014 - 02/28/2014	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		03/01/2014 - 03/31/2014	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		06/01/2013 - 06/30/2013	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		07/01/2013 - 07/31/2013	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		08/01/2013 - 08/31/2013	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		09/01/2013 - 09/30/2013	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		10/01/2013 - 10/31/2013	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		11/01/2013 - 11/30/2013	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
		12/01/2013 - 12/31/2013	\$388.00	\$0.00	\$0.00	\$0.00	\$388.00
	Bird, Kid (9228217) Total		\$3,880.00	\$0.00	\$0.00	\$0.00	\$3,880.00
Smith, Granny (9221665) Total			\$6,282.92	\$199.52	\$0.00	\$0.00	\$6,482.44
Grand Total			\$29,128.55	\$392.04	\$482.26	\$2,020.50	\$32,023.35